

SECTION 201 DISTRICT ADMINISTRATORQUALIFICATIONS:

1. Valid State of Wisconsin certification as a School District Administrator (04 or 05)
2. Successful experience as a teacher, building, central office or district administrator.

REPORTS TO: PORTAGE COMMUNITY SCHOOL BOARD

JOB GOAL:

The District Administrator will provide the educational leadership for the improvement of the total program of the school system. The District Administrator may delegate responsibility and authority for the operation of the various functions of the school system to members of the staff. However, the District Administrator is directly and irrevocably responsible to the Board for all functions of the school, including planning, personnel, evaluation, reporting, program, facilities and board policies.

PERFORMANCE RESPONSIBILITIES:

1. **IMPROVING EDUCATIONAL OPPORTUNITY.** To review the educational opportunities provided by this district for each person and seek continual improvement by:
 - providing leadership to the district in developing, achieving and maintaining high educational standards, sound programs and good performance;
 - subscribing to and enforcing Wisconsin school law, the policies, rules and regulations of the school district;
 - supervising and recommending improvements in the curriculum, in cooperation with the Director of Instruction, principals and teachers;
 - visiting the schools and classrooms and observing the practices used in the development of the learning process;
 - reporting to the board periodically on the efficiency and effectiveness of the school system and preparing a written statement for the electors at the annual meeting;
 - collaborating with community programs and groups in meeting the diverse needs of students.
2. **OBTAINING, DEVELOPING AND IMPROVING PERSONNEL.** To ensure effective and qualified instructional and non-instructional personnel by:
 - implementing proper recruiting and hiring procedures and presenting all contracts to the board for approval;
 - assuring the development, maintenance and operation of a constructive program of inservice training and education for all district employees;

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- coordinating the work of the administrative team in the organization and operation of the district through regularly scheduled meetings;
 - communicating changes in Board policies to employees and explaining their implementation and effects;
 - evaluating the Director of Instruction, high school, junior high and elementary principals, Business Administrator, Special Education Director, and Athletic Director and presenting an annual summary report to the Board;
 - assessing and recommending to the Board the appointment, promotion or dismissal of all employees and annually verifying all professional licensure;
 - maintaining open communications with support staff.
3. **COMMUNITY RELATIONS.** To develop communications between the community and its school system by:
- establishing and maintaining a program of public relations to keep the community well informed about the activities, needs and successes of the District, effecting a wholesome and cooperative working relationship among the board, administration, teachers, support staff, students and the community;
 - encouraging public and parental participation in all academic and non-academic pursuits of the district;
 - interpreting and supporting School Board philosophy, policy and priorities to the parents of our students and to the community.
4. **DIRECTING BUSINESS & FISCAL MANAGEMENT.** To establish procedures for identifying, planning and satisfying needs for school finance and regular business operations of the district by:
- establishing financial and operating controls adequate to safeguard the school district against misuse of funds or unnecessary operations, and to ensure fair value for all expenditures;
 - working with the Business Manager and other administrators to prepare, present and administer an annual budget consistent with the district's long range plan;
 - projecting short and long range plans to the Board that include current and projected school enrollment, staff ratios, facility needs, equalized valuations of the district, tax rates, state aid and any other financial impacts of the school district;
 - providing the Board with current information regarding any changes in the financial condition of the school system;

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- acting as official custodian of records and ensuring compliance with open records laws;
- performing the statutory duties assigned to the Clerk of the Board and being authorized to act as deputy clerk for election purposes.

5. **BOARD - ADMINISTRATION RELATIONS.** To enhance school board performance by:

- promoting an atmosphere of mutual respect among the superintendent, administrators and School Board;
- acting as Executive Administrator of the Board;
- providing orientation for new Board members and continuing education opportunities for all Board members;
- informing the Board and administration of state requirements, legislation and pending issues which affect the schools;
- notifying all members of the Board and school personnel about regular and special meetings and providing an agenda, planned with the Board President, and related information to Board members prior to all meetings;
- notifying the public of all meetings in accordance with the Open Meeting Laws;
- overseeing contract negotiations and contract administration;
- performing such other duties as may from time to time be assigned by the Board.

6. **PROVIDING AND MAINTAINING FACILITIES AND NON-INSTRUCTIONAL SERVICES.** Work with the Business Administrator and Buildings & Grounds Supervisor to develop procedures for satisfying the needs for facilities, transportation, school lunch and other non-instructional services by:

- studying and planning for site and building needs for the school district and presenting such plans or evaluation to the Board;
- seeking proposals for improving building maintenance and operation and carrying out an inspection of each facility on an annual basis;
- projecting a financial plan for satisfying building and site needs that is included in the annual budget or in a bonding proposal;
- working with any architect or other specialist employed by the School Board;
- authorizing the closing of school when inclement weather or other conditions make transportation and safety of pupils and staff hazardous;
- seeking to improve the quality and efficiency of school lunch and transportation programs and other support services.

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7. **GOAL SETTING.** To be actively involved with the district's goal development by:

- preparing personal and professional goals annually for the purpose of direction and evaluation and submitting them to the Board;
- participating in the development of the strategic plan and implementation of strategies;
- reporting the progress toward meeting individual, building and the strategic plan goals to the School Board on at least an annual basis.

TERMS OF EMPLOYMENT

The Board shall select and employ a District Administrator by contract on a full-time. Salary and benefits to be established by the Board.

LEGAL REF: Sections 118.24

121.02 (1) (a) Wisconsin Statutes
PI 3, Wisconsin Administrative Code
PI 8.01 (2)

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Original Policy: September 9, 1974

Approved - Dec. 12, 1983
Revised - June 14, 1993
Amended - June 2, 1997
Amended - Dec. 11, 2000
Revised - April 12, 2004
Revised - November 8, 2010
Revised - June 13, 2011